

MSA Workshop
afternoon
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Good morning, ladies and gentlemen. I am very glad to have the opportunity to meet with you today. *Speeches*

Since last September when we made our first presentation on Vital Records at these GSA Seminars I have looked forward to each new one. It gives ^{me} ~~us~~ an opportunity to meet new persons interested in ^{the} Records Management ^{profession} and it also affords ~~us~~ the privilege of renewing acquaintances with old friends-like Donna Roberts.

In this seminar on records management you have been learning that we must manage records in all of their phases - when they are being created - when they are being used - and in their final phases of preservation or destruction. I am sure that *Gladys McDaniel* ~~Ada Bernard~~, for instance, has cautioned you about the need to control forms; Bob Lando has ^{told} ~~warned~~ you about managing ^{how important it is to} current records and Dr. Pearlman has properly oriented you on records ^{scheduling} ~~disposition and records~~ preservation. And we are here today to add another element - Vital Records - As a result you are probably asking yourselves "Where does Records Management Begin"? Really, its like drawing a circle - start anywhere and one part is as important as everyother part - No Records Management program, however, is complete unless it includes all phases of the paperwork problem - and I consider Vital Records an important and integral element in any successful records management program.

Mr. Robert A. Shiff, President of the National Records Management Council, in an article written for the Harvard Business Review on Vital Records had this to say about the advisability of an integrated records program "Setting up a vital records program can be accomplished most effectively, as well as most economically, if planning for protection is coordinated

with a general program for records management".

~~The~~ Vital Records Program has always been an integral part of our Agency's Records Management Program. As a matter of fact, it was given first consideration over all other records management elements because the Presidents Executive Order on Vital Records Programs came out at about the same time as we were organizing our paperwork management program and we had to do something positive quickly. *used it to good advantage is getting our program going quickly.* The establishment and maintenance of Vital Records Programs in all Federal Agencies is required by Executive Order. *The order gives* The Office of Emergency Planning ~~has~~ over-all responsibility for setting standards and coordinating the Federal Agency programs. The NARS of GSA has responsibility for procedures, reporting and program promotion. GSA has prepared and issued a Handbook - "Protecting Vital Operating Records." NARS has also contracted with Geroge Washington University to identify "Essential Records for Individual Identification and Re-establishment of Individual Rights." *Every 6 mos agencies* GSA will *send GSA status reports.* probably be given broader responsibility in this area, too.

The Office of Emergency Planning has responsibility also in seeing that Vital Records programs are established in State and municipal Governments and in industry. You can see therefore, that this is a Nation-wide program to coordinate an effective *mechanism* apparatus for any *National* or local emergency. *a Vital Records* In this Workshop we are going to show you how this integrated program can be established and operated.

Part I - General Objectives and Procedures

Part II - Specific Programs We have Seen - Government and Industry.

Part III - Movie on Municipal Mobilization

I now introduce, a member of our Agency Records Management Staff who is our specialist in Vital Records.

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